

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
February 14, 2017

CALL TO ORDER

President Aufox, presiding, called the meeting to order at 7:03 p.m.

ATTENDANCE

Members Present: Jerry Aufox, Les Axelrod, Rich Basofin, Lela Hersh, Marty Kinczel, Laura Knapp, Rob Olian

Members Absent: Donna Fletcher, Lane Young

Others Present: Jane Conway, Cindy Feng, Ben Kramer, Pamela Siegel

APPROVAL OF MINUTES

Mr. Olian moved and Mr. Axelrod seconded a motion to approve the January 10, 2017 minutes, the January 2017 Bill List, the January 2017 Financial Report, and the revised Board Meeting schedule on the consent agenda. The motion passed unanimously.

Ayes: Hersh, Knapp, Aufox, Kinczel, Basofin, Olian, Axelrod

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Aufox's report included the following:

- The Historical Society Task Force has been disbanded due to lack of need. President Aufox, Mr. Olian, and Ms. Conway met with the Mayor, City Manager, and Historical Society and Historic Preservation Commission reps to discuss the archives. Going forward, the Historical Society agreed to set-up a P.O. box and a phone line outside of the library, and pay the archivist directly for any work assigned by the Historical Society. Library, Historical Society, and Historic Preservation Commission reps will begin meeting monthly to discuss current and future archives projects of interest to all parties.
- Three neighborhood meetings were held last week regarding the library expansion. There were six attendees, mostly residents who live east of the library. Attendees expressed concerns with parking, increased traffic, and aesthetics of the expansion.
- The deadline for the architect RFP is March 10. Interviews will take place on March 21 at City Hall. The interview team will be made up of both city and library staff including Ms. Conway, Ms. Johnas, and Ms. Speer. Board members President Aufox and Ms. Knapp will also participate.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- The Library received a gift of \$125,000.00 from a former patron. The auditors recommended setting up a new unrestricted gift fund. Mr. Olian suggested using the money to start an endowment fund. President Aufox asked Ms. Conway to seek advice from the library attorney on this matter.

- CCS, the 24-library catalog consortium that includes Highland Park, will be migrating to a new catalog system called Polaris in June 2018. The vendor offers a superior public interface. CCS reserve funds will pay for the migration, but ongoing costs to maintain the new software will most likely be higher.

REPORT OF THE PERSONNEL POLICIES COMMITTEE

Mr. Basofin reported that the Personnel Policies Committee met to discuss longevity and merit pay. The Committee recommended considering the matter further after the compensation study is completed in early 2018.

OPERATIONS AND POLICIES COMMITTEE

Mr. Axelrod reported that the Committee met to discuss streaming of Library Board meetings. The committee's recommendation is not to proceed now and review the idea again at the end of year.

OTHER COMMITTEE AND LIAISON REPORTS

Mr. Basofin and Councilman Kaufman attended a recent Senior Center advisory meeting and reported that the group is very supportive of the proposed expansion project.

The Historic Preservation Commission has recommended a one year moratorium on the demolition of the house east of the library on Laurel.

OLD AND NEW BUSINESS

The Board asked Ms. Conway to schedule departmental presentations on expansion space needs at upcoming Board meetings beginning in March.

President Afox asked the student liaisons to consider making a presentation of library services needed by high school students.

Mr. Olian asked how staff responded to a suggestion regarding eliminating age ranges from program publicity. Ms. Conway will follow-up.

Three Board meeting dates have been changed as noted in the packet. The three new dates are April 13, July 6, and December 14.

Ms. Hersh asked about installing shelves for patron use in the restrooms. Ms. Conway reported that due to lack of space near the sinks, tables have been ordered for placement outside the restroom doors.

ADJOURNMENT

Mr. Axelrod moved and Ms. Knapp seconded a motion to adjourn the meeting at 7:57 p.m. President Afox, presiding, adjourned the meeting at 7:57 p.m.

Submitted by: Pamela Siegel